

PID - 116/64  
6 July 1964

MEMORANDUM FOR: Executive Director, NPIC

FROM : Chairman, Secretariat

SUBJECT : Requirement Handling

1. Following our conversation of last Wednesday morning, an executive session of the Secretariat was held to discuss modifications of the proposed Secretariat operating procedures previously submitted to the Advisory Committee. The following proposals are submitted for thought, comment or any other action you may deem appropriate.

#### COMPOSITION OF THE SECRETARIAT

1. The Secretariat to be composed of a voting membership from the CIA and DIA Detachments, Army/SPAD and the NSA Liaison Officer. In addition, a non-voting membership for PAG. It is deemed appropriate to include PAG as a non-voting member as they are now in receipt of requirements from the USIB committees and working groups. It is envisioned that the Production Office of PAG will take action as is necessary to properly process these requirements prior to submission to the Secretariat. As these requirements are by definition national in nature, the Secretariat will perform only a prioritizing function.

#### DEPARTMENTAL REQUIREMENTS

1. Departmental requirements will be submitted as they are presently. The departments are charged with the determination of which requirements are of national interest and proper staffing prior to submission to the Secretariat. The Secretariat will determine if of national interest and the relative priority on each of those which are selected for work in PAG prior to submission to the Advisory Committee.

#### NATIONAL REQUIREMENTS

1. These requirements submitted by USIB organizations will be sent directly to PAG for proper staffing. PAG will submit them to the Secretariat for prioritizing only prior to submission to the Advisory Committee.

#### DEPARTMENTAL PROJECTS TO BE WORKED DEPARTMENTALLY BY THE NATIONAL PAG

1. Departments not having integral PI assets will submit requirements directly to the Secretariat. The Secretariat will determine whether departmental or national in scope. If national the Secretariat will affix an "N"

project number and prioritize for submission to the Advisory Committee. If a requirement is departmental in nature the Secretariat will affix an "NX" project number and submit the requirement directly to PAG for work. The Advisory Committee will be satisfied on an information only basis.

ADDITIONAL RECOMMENDATIONS

1. That the Intelligence Production Office of PAG take over the maintenance of the community project status listing presently held by DIAXX-4. This listing would then be utilized by PAG and the Secretariat in their deliberations.
2. That the chairmanship of the Secretariat rotate on equal basis between DIA and CIA, each holding tenure for a 6 months period.
3. As all "N" numbers are now by definition only utilized for PI production in the PAG (Reference: MIB-3-64 of 29 June 1964; Subject: Realignment of Project Categories) that these numbers be maintained by the Intelligence Production Officer of PAG.

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